

1204 WEEKLY TIME REPORTS

1204-1 General

Weekly Time Reports provide an accounting of contract time used and contract time remaining. The ORG office generates Weekly Time Reports using the CPE computer program (Exhibit 12-16). The Project Supervisor informs the office staff of the number of days to be charged each week and then enters this information into the computer to generate the report.

The original Weekly Time Report is signed by the Resident Engineer and sent to the Contractor to ensure that there is agreement regarding the contract time charges. The Contractor has one week after receiving the report to protest the time charges.

The first Weekly Time Report must be submitted to Field Reports within a week of the actual start of work. Also the FINAL Weekly Time Report must be submitted when the project is completed or the time is no longer being charged to the project.

Weekly Time Reports commence on the official contract start date, determined in accordance with Standard Specification 108.02, or when the physical work starts, whichever comes first. Contract time is charged on the official contract start date as noted on the Award Letter.

"Zero" time reports are produced when there is no time charged during a given week, except in the case of extended periods of time such as seasonal shutdowns. A seasonal shutdown is noted in the remarks section of the last Weekly Time Report, and the numbering sequence is continued when the reports are resumed. Notify Field Reports of seasonal shut-down via E-mail.

When the project is accepted as substantially complete, time charges stop and the Final Weekly Time Report must be submitted to Field Reports. Copies of the first and final Time Report for all phases should be sent to Field Reports.

1204-2 Working Day Contracts

Contractors are normally charged five days per week regardless of the number of hours or days worked.

If the Contractor, through no fault of his own, is unable to perform work on the controlling item or items of work for more than half of the normal working day, no time will be charged for that day.

Since weather days are not charged, the contract time is automatically extended for weather without requiring a formal time extension. The Weekly Time Report also eliminates the need for weather-related Stop and Resume Work Orders, except for long periods of interruption in the work such as winter shutdowns, which still require a Stop and Resume Work Order with a copy sent to Field Reports.

ARIZONA DEPARTMENT OF TRANSPORTATION

Weekly Time Report

Tracs Number:	S000001C	Report Number:	43
Project Number:	AC*053-2-(25)	Org:	8332
Project Description:	LINDEN-JCT US 60	Contract	Began on:
	04/03/00		

Gentlemen:

Under the terms of this project it is specified that the work must be completed within 130 working/calendar days.

During the week beginning 10/07/2000

Phase = 01

No.	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
43	10/07/00	0	0	0	0	0	0	0	

Remarks:

You will, in accordance with the Standard Specification, be allowed to file written protest setting forth in what respect, if any, this weekly statement is incorrect, otherwise it shall be deemed to have been accepted as correct.

Codes:	Phase	01
1 = Day Charged	Contract Days	130
W = Weather	Extended Days	+17
S = Stop Work Order	Subtotal Days	147
H = Holiday	Previous Days	110
0 = Weekend	This Week	0
X = Other	Days Used to Date	110 = 75%
	Remaining Days	37 = 25%

 Resident Engineer

Distribution

Original – Contractor

1 copy – Project File

Exhibit 1204-4-1. Weekly Time Report

1204-3 Calendar Day Contracts

A calendar day contract specifies the number of calendar days allowed for the work. Every calendar day (including weekends, holidays, and inclement weather) is charged on the Weekly Time Report, whether the Contractor works or not, unless the Resident Engineer has suspended work by a Stop Work Order. On special occasions, when the Resident Engineer wants the Contractor to stop working, he may do it by stopping the contract time.

1204-4 Fixed-date Contracts

A Fixed Date contract specifies the contract completion date. This date shall be the date on which all work on the project is required to be substantially completed.

For Fixed Date contracts, time reports need to be completed to maintain internal records for days used.